

## Subject Access Request Policy



## Contents

<b>Policy Review Schedule</b> .....	2
<b>Subject Access Requests for data</b> .....	3
<b>Fees for Subject Access Requests</b> .....	4
<b>Time limit for Subject Access Requests</b> .....	4
<b>Format of responses</b> .....	4
<b>Access and data portability</b> .....	4
<b>Complaints</b> .....	5
<b>Subject Access Request Form (Data Subject)</b> .....	6
<b>Subject Access Request Form (Requestor) - to be completed by requestor when collecting the data held</b> .....	8

## Policy Review Schedule

<b>Policy</b>	OLT Subject Access Request Policy
<b>Review schedule</b>	Annually (or when there is a change in legislation)
<b>Statutory Policy</b>	No
<b>Policy owner</b>	CEO
<b>Lead Reviewer</b>	HOO (external review if change in legislation)
<b>Approver and date of last approval</b>	CEO, 25/09/2025
<b>Key review dates</b>	<b>Changes made</b>
January 2015	Written
January 2016	None
January 2017	None
January 2018	In response to changes in the GDPR and Subject Access Request
January 2020	Updated details of DPO and contact information
April 2020	Split from FOI charging policy Removed request to receive SARs in writing Added requirement to keep a log of SARS and reasons for refusing SARS on GDPRIS Merged SAR checklist form for staff with this policy
April 2021	Changes: Added reference to UK GDPR legislation Replaced GDPR with UK GDPR

April 2022	Form added to confirm SAR collected by requestor
April 2023	No changes made. Policy cross referenced with ICO guidance to ensure compliance
April 2024	No changes made
April 2025	Minor updates for clarity on alignment with current ICO guidance to include time limits for responding and complaints process. The SAR Request Forms at the end of the Policy have been relabelled for clarity and updated in line with ICO guidance to include requesting a data subject's relationship to the school/Trust, and clarity on requests for ID.
September 2025	Updated wording in the complaints section (per the DUAA 2025) to clarify the assistance available to complainants.
Next review date: September 2026	

### **Subject Access Requests for data**

Under the UK GDPR Regulations 2020<sup>1</sup> ('UK GDPR'), individuals, referred to here as Data Subjects, are permitted to request personal information held by the Trust about them. These requests for information are referred to as Subject Access Requests.

Subjects wishing to access their data must complete the Subject Access Request Form at the end of this Policy. Requests may be made directly to each school office or Principal. The information can be provided verbally or in writing. A school (or the Trust) must ensure they use the Subject Access Request Form (Requestor) at the end of this Policy to capture relevant information about each subject access request.

Subject Access Requests ('SARs') differ from Freedom of Information Requests. In brief, article 15 of the UK GDPR gives a data subject the right to obtain:

- Confirmation that their data is being processed.
- Access to their personal data.
- Other supplementary information.

The supplementary information is the same as under section 7 of the Data Protection Act ('DPA') (for example, information about the source and recipients of the data) but now includes, among other things, details of international transfers, other data subject rights, the right to lodge a complaint with the Information Commissioner's Office (ICO) and the envisaged retention period for the data.

---

<sup>1</sup> UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2020.

All SARs and reasons for refusal must be logged on GDPRIS (by the appropriate member of staff – usually the Office/Business Manager).

### **Fees for Subject Access Requests**

An appropriate fee will be charged for further copies of the same information requested by data subjects and/or when a request is manifestly unfounded or excessive, particularly if it is repetitive. The fee is based on the administrative cost of providing the information.

### **Time limit for Subject Access Requests**

Under the UK GDPR the requested information from a data subject must be provided without delay and at the latest within one month of receipt of the SAR (or within one month of receipt of information requested to confirm the requester's identity or receipt of a fee where requested in certain circumstances). The time to respond can be extended by a further two months where the request is complex or where there are numerous requests. If this is the case, the data subject/requester will be contacted within one month of the receipt of the request to explain why the extension is necessary.

All refusals will be issued in writing, setting out the reasons and the right of the data subject to complain to the ICO and to seek a judicial remedy.

### **Format of responses**

Where the data subject makes a SAR by electronic means, and unless otherwise requested by the data subject, the information will be provided in a commonly used electronic format. Before providing the information, the data controller will verify the identity of the person making the request using 'reasonable means'.

### **Access and data portability**

In response to a SAR, a data subject will receive their personal data in a structured, commonly used and machine-readable format. It is permissible to request for it to be transmitted to another data controller.

Unlike the subject access right, the data portability right does not apply to all personal data held by the data controller concerning the data subject.

First, it has to be automated data. Paper files are not included.

Second, the personal data has to be knowingly and actively provided by the data subject.

Third, the personal data has to be processed by the data controller with the data subject's consent or pursuant to a contract with them.

In contrast, the subject access right applies to all personal data about a data subject processed by the data controller, regardless of the format it is held in, the justification for processing or its origin.

It is important to note that both rights do not require data controllers to keep personal data for longer than specified in their retention schedules or privacy policies. Nor is there a requirement to start storing data just to comply with a request if received.

### **Complaints**

If the applicant does not agree with the proposed fee or has a complaint about an aspect of the process, they should follow the process set out in the Omnia Learning Trust Complaints Policy. In line with that policy, if the applicant needs assistance raising a complaint whether in physical or electronic form, he/she can contact the school office. If that does not resolve the matter, please contact the UK Information Commissioner's Office.

**Subject Access Request Form (Data Subject)**

**1. Data Subject Details**

Title (Mr, Mrs, Miss, etc)	
Surname	
First name	
Relationship with the school or Trust	<p>Please Select:</p> <p><i>Pupil / parent / carer / employee / governor or Board director / volunteer OR</i></p> <p><i>Other (please specify):</i></p>
Current address	
Telephone number	
Email address	
Details of data requested	<p><i>Please provide details of the information you want that will help us to locate the specific information, being as precise as possible:</i></p>

**1.1 Acting on behalf of a Data Subject**

Are you acting on behalf of the data subject with their written or other legal authority?	
If yes, please state your relationship with the data subject (parent, legal guardian or solicitor)	
Please enclose proof of written authority or legal status for acting on behalf of data subject and confirm document title here:	

Title	
Surname	
First name	
Current address	
Telephone number	
Email address	

**DECLARATION**

I, \_\_\_\_\_ the undersigned and the person identified in (1) above, request that the Omnia Learning Trust provide me with data about me. I understand that Omnia Learning Trust may request receipt of one or more formal identification documents\* to verify my identity before processing my data request.

**Signature:**

**Date:**

**Name of person completing this form:**

**OR**

I, \_\_\_\_\_ the undersigned and the person identified in (1.1) above, request the Omnia Learning Trust provide me with data about the person identified in (1) above. I understand that Omnia Learning Trust may request receipt of one or more formal identification documents\* to verify my identity before processing my data request.

**Signature:**

**Date:**

*\*Examples of formal identification documents include: passport, driving licence, birth certificate, utility bill (last 3 months), vehicle registration document, bank statement (last 3 months), rent book*

**Subject Access Request Form (Requestor) - to be completed by requestor when collecting the data held**

Name of School or Trust	
SAR Requester's name	
SAR Requester's address	
Date Subject Access Request was made	
If ID documents were requested, confirm which ones, the date they were verified and the name of the person in the organisation who verified these:	
Date SAR collected (by requestor)	
Signature of requestor (to confirm SAR has been collected from the school or Trust)	